

STUDENTS

Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

If the student does not have a legal residence, the school district shall not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district. The request for enrollment may be made by the student, parent or guardian.

The superintendent shall develop procedures for enrolling students, recording attendance behavior and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be requested to briefly indicate in writing whether or not the student has any history of placement in a special education program; any history of violent behavior or behavior listed in RCW 13.04.155, i.e., convictions, adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson; any past, current or pending disciplinary actions; any unpaid fines or fees from other schools; and any health conditions affecting the student's educational needs must be disclosed in writing prior to registration. Falsification or failure to report the above-stated behavior or criminal activities will result in immediate expulsion.

Legal References:	RCW	28A.225.040	School district superintendent to provide teacher with census--Report of truants, incorrigibles
		28A.225.215	Enrollment of children without legal residences
		28A.225.330	Enrolling students from other districts—
			Requests for information and permanent records
		13.04.155	Notification to school principal of conviction, adjudication, or diversion agreement—
			Provisions of information to teachers and other personnel—Confidentiality.
	WAC	392-121-106	Definitions—enrolled student
		392-121-108	Enrollment exclusions
		392-121-182	Alternative learning experience requirements
		392-121-405	Definitions—Enrolled and full-time equivalent
		122	students
		392-169-022	Running start student—definition

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